

**Oriental Education Society's
Sanpada College of Commerce and Technology**

Student Code of Conduct during Virtual Classroom (VC)

- Establish and maintain a **positive** and **supportive** online learning environment;
- Treat all other students and tutors and their opinions with **respect, cultural sensitivity** and **politeness**;
- Be **responsive** and **participate** to the best of your ability;
- Any kind of **recording or taking screenshots** of ongoing online lectures **is strictly prohibited**.
- **Avoid Profanity** (foul language) and maintain a professional and respectful tone.
- Any **content posted** by the student taken from online lectures without prior permission is **liable to punishment**.
- Stick to topics related to the course during Virtual Classes as your participation and conduct is monitored, recorded and assessed by higher authorities ;
- The **Mumbai University's ordinance** - 6086 on students' **attendance** mandates that each student maintains **75%attendance**;
- **Turn off** or keep mobile phone on silent during a Virtual Class so as to not distract the rest of the group;
- **Dress** appropriately ;
- Attend all Virtual Classes from a suitable and **appropriate location** (avoiding in public location);
- In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected **violation** and given an opportunity to present an explanation;
- Upon the violation, the teacher will complete and submit the VC Student Code of Conduct to Concerned Authorities;
- The teacher will **notify** the student, parent that the student has violated the code;
- Based on the report, the concerned authorities will determine, if any, **disciplinary action** must be taken;
- A violation of the VC Student Code of Conduct will result in a disciplinary action and may result in the removal of the student from the VC or can be even more severe depending upon the act.

COMMITTEE MEMBERS:

Name of Faculty	Type	Contact No
PROF. SMITA NEGI	CHAIR PERSON	9920366428
PROF. ZAHID KHAN	CO-MEMBER	9167430950
PROF. ZAKIR HUSSAIN	MEMBER	9770227976
PROF. ALI AHMAD	MEMBER	7208452687
PROF. ZAIBUNNISA HAFIZ	MEMBER	8082367576
PROF. KASHAFURREHMAN	MEMBER	9773632578
PROF. SAI GEETHA RANI	MEMBER	9869142907
MR. WASEEM SAYED	MEMBER	7028525994

**Discipline and Anti-ragging Chairperson
Prof. Smita Negi**